

I. Instructions

II. Electronic File Formats

I. Instructions

In order for the BNC to send the maximum number of notices electronically, each Trading Partner (subscriber) should submit a list, as Exhibit 2, with each Trading Partner Agreement of the common synonyms for the Trading Partner's name and address to which electronic notices are to be sent. The Trading Partner may add to, subtract from, or otherwise modify this list from time to time. The following rules should be observed when submitting the list:

(1) Standard

(a) Initial list - If the Trading Partner is submitting a synonym list based upon one name, the list should be attached as part of the standard Exhibit 2 found in the Trading Partner Agreement. If the list includes 10 or more name and address entries see the instructions, [Electronic File Formats](#), for providing electronic name and address files.

(b) Changes to list - The Trading Partner may update the initial Standard synonym list of names and addresses. Select and print the change form [N&Achangeform.html](#), fill in the appropriate information, sign it, attach the updated names and addresses, and fax the signed form and updated list to the Bankruptcy Noticing Center (BNC) at 703-758-7370. Also, send a copy of the change form and a hard copy of the updated name and address list to each court with which you have a Trading Partner Agreement. If the list includes 10 or more name and address entries see the instructions, [Electronic File Formats](#), for providing electronic name and address files.

(2) Evidence of Authority - Related Company Names

(a) Initial List - If the Trading Partner is submitting a list based upon multiple, related company names (i.e., parent or subsidiary, of the Trading Partner), the list should be entered into the form titled [Evidence of Authority Related Company Names](#) and attached to Exhibit 2. If the list includes 10 or more name and address entries see the instructions, [Electronic File Formats](#), for providing electronic name and address files.

(b) Changes to list - The Trading Partner may update the initial Related Company Names synonym list of names and addresses. Select the [Evidence of Authority Related Company Names](#) form and fill in the updated names and addresses. Send the form and a hard copy of the changes to each

court with which you have a Trading Partner Agreement. The courts will forward the information to the BNC. If the list includes 10 or more name and address entries see the instructions, [Electronic File Formats](#), for providing electronic name and address files.

(3) Evidence of Authority - Authorized Agent

(a) Initial List - If the Trading Partner is submitting a list as an agent of another company, the list should be entered into the form titled [Evidence of Authority Authorized Agent](#) and attached to Exhibit 2. If the list includes 10 or more name and address entries see the instructions, [Electronic File Formats](#), for providing electronic name and address files.

(b) Changes to list - The Trading Partner may update the initial Authorized Agent synonym list of names and addresses provided in Exhibit 2. Select the [Evidence of Authority Authorized Agent](#) form and fill in the updated names and addresses. Send the form and a hard copy of the changes to each court with which you have a Trading Partner Agreement. The courts will forward the information to the BNC. If the list includes 10 or more name and address entries see the instructions, [Electronic File Formats](#), for providing electronic name and address files.

II. Electronic File Formats

If a Trading Partner has more than 10 names and addresses for Exhibit 2 of the Trading Partner Agreement (for the initial Exhibit 2 or for updates), electronic file copies of the names and addresses should be sent to the BNC for entry into the BNC electronic noticing system. Please use the following guidelines when creating the electronic files:

- Please provide two files: (1) a file containing the names and (2) a file containing the addresses. Files should be in ASCII format.
- Name files should be single spaced with one name per line. It is ok to have duplicate names in the file. Do not place blank lines between the names.
- Address files can be in one of two formats: (1) "pipe-delimited" or (2) "one-up."
- Email the files to gmallard@qsi.com

(1) Pipe-delimited format

Provide one address per line with pipe-symbols ('|') separating the address elements. There should be a maximum of 4 address elements per line. If there are fewer than 4 address elements add a pipe for each missing element. Do not place blank lines between. It is ok to have spaces between an address element and a pipe symbol, but not ok to have tabs between an address element and a pipe symbol. End the line with a pipe symbol, but do not start the line with a pipe symbol.

Examples:

Atlanta Service Center|Post Office Box 48111|Atlanta GA 30362||

1040 Waverly Street|Holtsville NY 00501|||

1107 48th Ave. North|Suite 210 |Myrtle Beach, S.C. 29577 ||

(2) One-up format

Provide up to 4 elements per address with one line per address element and one blank line between addresses. There can be no blank lines within an address.

Examples:

NJ Division of Taxation

PAYCO COLLECTION

PO BOX 999

EDISON NJ 08818

Division of Taxation

50 Barrack St.

PO Box 269

Trenton NJ 08646

PO Box 046

Trenton NJ 08646-0046

ELECTRONIC BANKRUPTCY NOTICING

NAME and ADDRESS CHANGE FORM for EXHIBIT 2

Of

TRADING PARTNER AGREEMENT

Please be advised we _____ wish to modify, with the attached names and addresses, Exhibit 2 of all Subscriber Trading Partner Agreements with the bankruptcy courts. As required by the Agreement, Subscriber is sending these name and address changes to the Bankruptcy Noticing Center and is sending a copy of the changes to each bankruptcy court with which it has an Agreement. Subscriber agrees that it is solely responsible for the accuracy of the name and address information provided and that the Bankruptcy Noticing Center will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy or error in the attached information.

Date: _____

Subscriber: _____

Signature: _____

ELECTRONIC BANKRUPTCY NOTICING
Evidence of Authority

Related Company Names

This form should be completed as an attachment to Exhibit 2 of the Electronic Data Interchange Trading Partner Agreement whenever electronic notices from a U.S. Bankruptcy Court should be directed to a related company, i.e., parent or subsidiary, of the subscriber.

Please be advised that _____(subscriber) owns, or is a subsidiary of, the following companies and /or brand names or products. The following names and addresses are included as part of Exhibit 2 of subscriber's Trading Partner Agreement for EDI formatted bankruptcy notices. As required by the Trading Partner Agreement, a copy of this evidence of authority is being provided by the subscriber to each bankruptcy court with which it has a Trading Partner Agreement.

Subscriber agrees that it is solely responsible for the accuracy of the name and address information provided and that the Bankruptcy Noticing Center will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy or error in the following information.

Related Company Names:

Related Company Addresses:

By Subscriber (company name) : _____

Signature: _____

Date: _____

Title: _____

Phone: _____

ELECTRONIC BANKRUPTCY NOTICING
Evidence of Authority

Authorized Agent

*This form should be completed as an attachment to Exhibit 2 of the Electronic Data Interchange Trading Partner Agreement when electronic notices from a U.S. Bankruptcy Court should be directed to an **Authorized Agent** of another company.*

Please be advised that pursuant to the Federal Rule of Bankruptcy Procedure 2002(g) _____(subscriber) is the authorized agent to receive bankruptcy notices for the following company (the principal) and its subsidiaries. The following names and addresses are included as part of Exhibit 2 of the subscriber/agent's Trading Partner Agreement for EDI formatted bankruptcy notices. As required by the Trading Partner Agreement, a copy of this evidence of authority is being provided by the subscriber/agent to each bankruptcy court with which it has a Trading Partner Agreement.

Principal company name and any subsidiaries for which bankruptcy notices should be sent to the subscriber/agent:

Addresses:

I _____(principal company name) authorize

_____(subscriber/agent) to receive bankruptcy notices otherwise addressed to the principal company pursuant to the Trading Partner Agreement.

Principal Company Officer Name (print): _____ Title: _____

Officer Signature: _____ Date: _____

Officer Phone: _____